

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

September 12, 2007

5 Page Document

TITLE:	Health Facility Surveyor
POSITION NO:	00930
LOCATION:	Quality Assurance Division, Helena
STATUS:	Permanent/Full-Time
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$40,872 - \$49,397 annually. Depending upon qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, September 26, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Must be able to travel approximately 10 days per month; change work priorities and schedule with little notice to respond to agency needs; and handle confidential information. This is a Helena-based position.

TYPICAL DUTIES: This position surveys health care facilities for Centers for Medicare and Medicaid to assure compliance with federal regulations. (Compliance with federal regulations allows the facility to bill Medicare and Medicaid for services rendered.) Conducts on-site surveys of Medicare-Medicaid certified health care facilities to determine compliance with Federal regulations utilizing knowledge of the Code of Federal Regulations, State Operations Manuals, Interpretive Guidelines, Survey procedures, Multidisciplinary standards of clinical practice and the ability to investigate through observations of care and services, interviews with beneficiaries, families, provider staff and others and review of clinical and other records.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of concepts, theories, principles, standards, and current practice guidelines spanning multiple professional fields (nursing, dietetics, social work, rehab

therapies, recreational therapy, pharmacy); diseases, medical terminology, pharmaceuticals, and nursing procedures.

Skills: Skill in oral and written communication and investigation; rapport establishment; conflict resolution; motivation; working effectively with diverse individuals and groups; and personal computer skills for survey preparation, report writing, and research.

Abilities: Ability to function as a team member; communicate frequently and effectively with a wide variety of individuals including residents, families, facility staff, business owners, other state agencies, and legislators; deal with sensitive and confidential information according to HIPAA policy and procedure; develop and maintain constructive and cooperative working relationships with a variety of private and public agencies; work within tight timeframes; and maintain positive demeanor in tense and adversarial situations.

EDUCATION/EXPERIENCE REQUIRED: Education as a Registered Nurse (RN: Bachelors, Associate, or Diploma), Registered Dietician or degree in Pharmacy, Sanitarian, Physical/Occupational/Speech/Recreational Therapy, Records Management, Social Work, Hospital Administration, or Public Administration **AND** one year of job-related work experience. If educated as a health care provider that requires licensure, an active and unencumbered Montana license, or ability to obtain one within three months, is required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Photocopy of active and unencumbered Montana license, if applicable, is **required at time of application**; and

5. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
TITLE: Health Facility Surveyor
POSITION: #00930
LOCATION: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please explain how your background and experience make you a good candidate for this position.